

Lyman-Dayton Fire Commission (FC)

Meeting Minutes February 11, 2016

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner –FC Jim Roberts, FC Wendell Smith, FC Paul Reynolds, FC Amos Gay, FC Don Hernon, FC Chris Boyden

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Meeting was recorded and will be placed on town websites.

1. FC meeting minutes January 21, 2016 approved with changes.
2. No date has been set with the Select Boards to review Personnel Policy; will look at scheduling after budget.
3. NPI number must be put out to insurance companies. Billing company is updating; no further action is required.
4. Disposal of inoperable tractor: FC Hernon will send a letter to the Select Boards; FC already voted to approve replacement. Motion to accept letter to dispose of inoperable tractor and attachments - approved.
5. Treasurer's report
 - a. Revenue summary question of the amount of \$1550.16 under misc. income.
 - b. Expense summary need clarification from Town Treasurer of line 91-RTRN OR SRPS. FC Hernon will follow up for clarification.
6. MMA – Engine 83 incident
 - a. MMA is filing this as a regular insurance claim; no law suit filed.
 - b. No further action being taken at this time.
7. Fire Chief
 - a. Budget for 2016/17 (handouts)
 1. Professional fees: drop ambulance billing fees from 7% to 6%

2. Facilities account: cleaning supplies and maintenance increased to be more in line with what is actually being spent
 3. HVAC increase
 4. Heating oil dropped \$3000.00 based on the average amount used and the decrease in price per gallon
 5. Property insurance based on amount actually being paid over the last three years with no increase
 6. Fleet supplies: increase a little to be more in line with the last few years
 7. Payroll increase of 2%
 8. Decrease in operations
 9. Overall budget increase over 2015/16 is 0.4%
- b. Capital Plan increase to cover the \$2500 defibrillator lease payment and \$7000 to complete the Repeater system update
 - c. FC Roberts wants to look at the increase to the budget in payroll based on surplus from last year and current year budget. Chief Hooper will adjust according to the discussion and movement of funds.
 - d. Training Budget has no increase over last year. Question was raised if this amount was necessary seeing there was a surplus in the training last year. Chief Hooper has five prospective people coming on board and will need money to cover training of these individuals and also offer additional training to current members. Motion to leave \$11400.00 in the training budget – Approved 3 to 1
 - e. Motion for the FC to send amended budget 2016/17 to the Select Boards and Budget Committees – Approved
 - f. Ambulance Replacement
 1. \$205000.00 for a new ambulance
 2. Currently have approximately \$140000 in the fund and approximately \$32000 in surplus to be moved into the ambulance fund. Chief Hooper suggests that the remaining amount be financed.
 3. Chief Hooper will find out more information regarding pay on delivery or if there is a prepay discount.
 4. Motion FC request Select Board authorize the purchase of a new ambulance with the release of funds from the ambulance fund and financing – Approved

- g. Regulation 1310 – must be reviewed every February. Suggestion to keep ambulance and emergency medical fees the same. FC and Select Boards need to sign. Two years ago went from a menu style billing to bundle billing. Motion to accept – Approved. FC Hernon will send Appendix 1 to Select Boards for signatures.
 - h. Officer promotion/realignment – Assistant Chief plus three Captains
 - i. Minimum activity requirements – Chief Hooper wants to review/change to a points system.
 - j. Five prospective new members for the call force
 - k. Chief's Quarterly Report Fourth Quarter 2015 and Maine EMS Run Report for 2015 reviewed. FC Hernon will send to Select Boards for information.
- 8. FC Smith feels that the Chief's review needs to be changed due to budget happening at this time of the year.
 - 9. Special Meeting for February 18, 2016 for Chief Hooper's review – Approved
 - 10. Next regular FC Meeting March 17, 2016 at 6:30pm
 - 11. Meeting adjourned 9:03pm

Minutes recorded by FC Clerk Michelle Ray